

15 May 1975

MEMORANDUM FOR THE RECORD

SUBJECT: Screening of Black Applicant Files

1. The following screening procedure for black applicant files was instituted on or about 1 May 1975:

a. In the absence of special considerations, the Chief and Deputy Chief, Recruitment Division may reject those completed black applicant cases submitted by OP recruiters which, in their professional judgment, are clearly unqualified for review by Agency operating components. C/RD and DC/RD will approach this screening responsibility conservatively. When in doubt, they will not reject.

b. In the absence of special considerations, the Chief, Staff Personnel Division may reject black applicant cases submitted from any source which, in his professional judgment, are clearly not qualified for review by Agency operating components or for whom there is clearly no Agency requirement. C/SPD will approach this screening responsibility conservatively. When in doubt, the case will be put into the Agency review system.

c. Cases rejected under a and b above need not be forwarded to D/EEO or D/Pers for review. They will, however, be counted for statistical purposes. Cases rejected under b above will be reviewed by DD/Pers/R&P through 30 June 1975, prior to reject.

2. The screening actions instituted above are the result of a 1 April 1975 meeting with the representatives of the five Directorates and a memorandum from the DDI to the Director of Personnel, dated 26 March 1975. Both the Directorate representatives and the DDI felt that too many unqualified black candidates were

being inserted into the Agency review system, that such action was time-consuming and, in fact, counterproductive. The Director was advised in a memo dated 5 May 1975 that the Office of Personnel would institute more rigorous initial screening to keep unqualified applicant cases out of the system.



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Deputy Director of Personnel
for Recruitment and Placement

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